



## Job Announcement

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<b>Opening Date:</b>	May 7, 2009	<b>Closing Date:</b>	May 22, 2009
<b>Job Title:</b>	Courtroom Clerk	<b>Position Type:</b>	Regular Full Time
<b>PIN:</b>	059877	<b>FLSA Status:</b>	Non-Exempt
<b>Location:</b>	Circuit Court for Baltimore City Baltimore, Maryland	<b>Grade/Entry Range:</b>	J07 \$30,490 - \$36,168 (Depending on Qualifications)
<b>Financial Disclosure:</b>	No		

### Regular State employees are subject to promotion/demotion policy

**Essential Functions:** Provides courtroom assistance for all types of cases on a regular basis. Assists customers, coworkers and supervisors by providing information about records and procedures in the Clerk's office. Assists in the jury selection process; conducts roll call of all jurors, records number of strikes taken by each attorney and maintains a list of jurors selected. Communicates with Jury office as necessary. Administers appropriate oaths. Keeps accurate records of witnesses' names, addresses, evidence and other materials. Records proceedings of court activity in clear, concise, and legible manner to be used for permanent docket. Generates and distributes all necessary paperwork and secures necessary signatures on forms. Records judgments, court fees, cost waivers and calculates costs assessed. Updates case files by recording docket activity. Enters data into computer system. Records informal proceedings in Judges's chambers as required. Works overtime as needed.

**Education:** High School Diploma or GED.

**Experience:** Three years of clerical experience to include: One year of experience working in a trial or appellate court.

*or*

One year of experience in the fields of criminal justice, parole and probation, legal, or other related fields where knowledge of court procedures, rules, regulations, court and legal terminology is acquired.

**Notes:** Applicants may substitute education in any field from an accredited college or university for up to two years of the required *clerical experience* at the rate of thirty semester credit hours for each year of experience. In addition, applicants may substitute education in criminal justice, paralegal, judicial studies, or a related field from an accredited college or university for the required *court experience* at the rate of thirty semester credit hours for each year of experience.

**Preferred:** Previous legal experience

**Skills/Abilities:** Ability to maintain attention to job relevant court actions for extended periods of time. Ability to compose correspondence using proper grammar, punctuation, and spelling. Ability to read and interpret documents and procedure manuals. Ability to communicate both verbally and in writing in an effective, patient and tactful manner with customers and co-workers. Ability to read correctly interpret and apply legal procedures, rules, regulations, and laws. Excellent mathematical skills. Ability to use independent judgment to discern and record pertinent information. Demonstrated ability to perform all essential functions of the courtroom assistant position.

**Please submit a Maryland Judiciary employment application (unsigned applications will not be accepted) or resume and cover letter stating position title, location and PIN number. Materials must be received at the address below by 4:30 p.m. on the closing date. The Human Resources Department will not be responsible for applications/resumes sent to any other address.**

Circuit Court for Baltimore City  
Room 412 Courthouse East  
111 North Calvert Street  
Baltimore, MD 21202  
Attn: Frank M. Conaway, Clerk of Court

**The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. The candidate selected for this position will be subject to a background check. Employees must be United States citizens or eligible to work in the United States.**